

MERIT Educational Exemption Request

Managed Education and Registry Information Tool

merit.del.wa.gov



Washington State Department of

Early Learning

Professional Development Pathways

Use this application to request an exemption from the 20 Hour Basic STARS training requirement based on your education. Visit the MERIT website to complete this application on-line. Please print or type. **Fields marked with an asterisk (*) are required.**

SECTION 1: APPLICANT INFORMATION

*Last name	*First Name	*Middle Name	
*Date of Birth (mm/dd/yyyy)	*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	*STARS ID	
*Mailing Address			Apartment/Unit #
*City	*State	*Zip Code	*City
*Phone Number (contact)		Phone Number (work)	
E-mail		Alternate E-mail	

SECTION 2: LICENSED PROVIDER EMPLOYMENT

Current employment in a child care facility licensed by the Department of Early Learning (DEL) is required to request an exemption. Include information as it appears on the license. For assistance, use Child Care Check at www.del.wa.gov or contact your DEL licensor. Use the licensee's name for family home child care. **Please include all fields for your employer.**

*Employment Start Date (mm/dd/yyyy): ____ / ____ / ____

*Provider ID Number: _____

*Facility Name: _____

*Phone Number: () _____ - _____ ext _____

*Address: _____

City _____ State _____ Zip Code _____

Facility Type:

- ☐ Child Care Center
- ☐ School-Age Center
- ☐ Family Child Care Home

Job Position:

- ☐ Director
- ☐ Provider/Licensee
- ☐ Assistant Director
- ☐ Program Supervisor
- ☐ Site Coordinator
- ☐ Lead Teacher
- ☐ Lead Staff/Group Leader
- ☐ Primary Worker
- ☐ Assistant or Aide
- ☐ Volunteer
- ☐ Other

SECTION 3: REQUIRED SUPPORTING DOCUMENTS

Please submit the proper supporting documents with your application for review:

- **Official transcripts (cannot be a copy)** from an accredited college or university to verify course completion and/or award of a degree; documents must include your name, the college name, dates courses completed and credits earned.
- Copy of original certificate for items such as a Child Development Associate (CDA) credential that has not expired and is from an accredited CDA program, a Montessori credential/endorsement, or 13 Military Modules certificate of completion.

IMPORTANT: If your current name is not on the documentation, you must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).

Alias (Previous or Other Names Used):

SECTION 4: EDUCATIONAL EXEMPTION REQUEST

To be considered, **please mark one selection from the options below and attach documentation that supports your selection (see section 3).** If multiple selections are marked, your application will be denied.

Option 1: I work in a **licensed center, family child care home or school-age program** and attached documentation of my:

- ☐ 12 college quarter credits specifically identified in early childhood education or child development
- ☐ College degree (Associates or higher) in early childhood education or child development
- ☐ Current Child Development Associate (CDA) credential
- ☐ Montessori credential from a MACTE-accredited Montessori training program
- ☐ 13 Military Modules certificate of completion

Option 2: I work in a program licensed as a **family child care home** and attached documentation of my:

- ☐ College degree (Associates or higher) in school-age care, elementary education, special education or recreation

Option 3: I work in a program licensed as a **school-age program** and attached documentation of my:

- ☐ College degree (Associates or higher) in school-age care, elementary education, special education or recreation
- ☐ 45 college quarter credits specifically in school-age care, elementary education, special education or recreation
- ☐ (Lead School-age Child Care Staff only) 12 college quarter credits specifically in school-age care, elementary education, special education or recreation.

SECTION 5: STATEMENT OF UNDERSTANDING (Signature Required to Process Application)

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I understand that:

- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.
- All forms and documentation will not be returned, unless I request in writing to have a specific document returned **and** I provide a self-addressed, stamped envelope.
- Any form or documentation that appears to have been altered, or on which "white out" is used, will not be processed or verified under any circumstances.
- If my current name is not on the documentation, I must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).
- I am responsible for maintaining original documents for my personal records.

Signature _____ Date _____

APPLICATION GUIDELINES

An Educational Exemption is not required; it is one way to meet the 20 Hour Basic STARS training requirement.

You should not apply for the Educational Exemption if you:

- Have taken the 20 Hour Basic STARS training and have a certificate of completion.
- Have taken the 2 credit 20 Hour Basic STARS course from a community college.
- Plan to take the 20 Hour Basic STARS training; the STARS trainer will enter this information into MERIT.
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- Are not employed in a licensed child care facility; you are not required to complete the 20 Hour Basic STARS training.

If you have already taken the 20 Hour Basic STARS training or the 2 credit 20 Hour Basic STARS course from a community college, and:

- You have a certificate dated **before 2010** – please send a copy of your certificate clearly marked with your STARS ID to DEL.
- You have a certificate dated **2010 or after** – the STARS-approved trainer will enter this information into MERIT for you and it will display in your training history. You **DO NOT** need to send in a copy of your certificate. It is your responsibility to ensure that the STARS-approved trainer has your STARS ID. For missing training, contact the trainer and provide your STARS ID.
- You have transcripts to verify course completion – please mail a copy of your transcripts, clearly marked with your STARS ID, to DEL. You must mail a signed request that this information be added to your 20 Hour Basic STARS training history.